

# RIVERWOOD FARM HOMEOWNERS' ASSOCIATION

## Clubhouse Reservation Request and Rules for Rentals

1. The Clubhouse is part of the Riverwood Farm Community and is available exclusively to all homeowners (21 years of age and older) and their guests.
2. To reserve the Clubhouse: check availability on **Riverwoodfarm.org / EVENTS** to see if the clubhouse is available before calling to make a reservation.
3. Complete the following information and initial pages 2 and 3.

Homeowner Name (please print) \_\_\_\_\_

Homeowner Address \_\_\_\_\_ Email \_\_\_\_\_

Home or Cell Phone \_\_\_\_\_ Other Contact # \_\_\_\_\_

Reservation Date: \_\_\_\_\_ Time: From \_\_\_\_\_ am/pm To: \_\_\_\_\_ am/pm

Type of Function \_\_\_\_\_ # of Guests \_\_\_\_\_

I, the undersigned applicant, hereby accept the liability for any and all damages resulting from carelessness or negligence on my part or that of my guests and agree to pay all costs incurred for any cleaning or repair of damages as a result. Furthermore, I acknowledge that I have received a copy of and fully understand the "Riverwood Farm Clubhouse Rules" and agree to abide by them. Violation of Clubhouse responsibilities may result in forfeiting of my security deposit and may affect approval for future requests for use of the Clubhouse.

**Homeowner Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

4. **Rental Fee:** Please include a check in the amount of \$100.00 made payable to Riverwood Farm HOA.
5. **Deposit:** Please include a **SEPARATE check in the amount of \$150.00 as a security deposit.** Make the check payable to Riverwood Farm HOA. Your check will be voided within ten (10) business days upon inspection of the clubhouse.
6. **Send checks, this application, and initialed clubhouse rules and cleanup guide (3 pgs) to:**  
Cathy Bebber  
3 Brightmore Drive  
Greer, SC 29650
7. In order to reserve the Clubhouse, an owner must be currently up to date with Homeowner Association Dues. Reservations are on a first come basis and will be confirmed upon receipt of security deposit, fees, and reservation & rules form.

8. Two weeks' notice for any cancellation is required to receive a full refund. Otherwise, the deposit fee of \$150 will be forfeited.
9. A Board member will provide temporary access to the Clubhouse for the time period specified for the event using the "MyQ" app. The renter will receive an email that needs to be accepted in order to access the app. This app will allow the renter to lock and unlock both front and back doors during the rental period. The supply closet is inside to the left of the front door and is to remain unlocked.
10. The adult homeowner (21 years of age or older) reserving the Clubhouse, must be present at all times during the event. This adult is responsible for the conduct of guests present at the event. Events must end by 11:00 PM.
11. The homeowner reserving the Clubhouse is responsible for noise control. All music must be off by 11:00 PM. Please be considerate of homeowners using the pool, tennis courts and playground. Please remember the nearby residents during your event. In parking of vehicles, please do not block private driveways or mailboxes of homeowners. Keep vehicles off all grassy areas.
12. No wet swim wear is allowed in the clubhouse. A reservation at the clubhouse during pool hours does not close the pool to the community. Please respect other residents using the pool.
13. Residents who wish to have pool parties of 5 to 12 pool guests must rent the clubhouse at least one week in advance by contacting the clubhouse reservations person to obtain authorization from Pool Committee for the date of the event. These events should take place during weekdays and non-holidays. There must be one adult (18 years of age or older) present on the pool deck for every four minors (under 14 years of age) in the party. The pool will remain open to the residents and there will be no swimming after dusk. All guests shall adhere to the Riverwood Farm pool rules. The homeowner/party's host is responsible for the behavior and conduct of their guests during pool use.
14. No tape or push pins of any kind will be allowed on the walls, tables, window casings, and or ceilings of the clubhouse during or before the rental of the clubhouse. Use of confetti is prohibited in the clubhouse. If this rule is violated the full security deposit will not be returned. Only cans and non-breakable containers are permitted on the pool deck area.
15. No pets or animals are permitted inside the Clubhouse.
16. No alcoholic beverages may be sold during private functions.
17. **Underage drinking of alcohol is forbidden.**
18. **No Smoking in the Clubhouse!** Smoking is only allowed outside in the designated areas. Please dispose of cigarette butts or trash properly.
19. Any damage or incident to the clubhouse and/or surroundings will be cause for **no refund of security deposit**. Additional fees may also be levied to repair any damages. Any incident will be handled by our Riverwood Farm Board of Directors, and our HOA Property Management Company.

**Renter Initial \_\_\_\_\_ I understand and agree to the rules regarding this rental.**

# Clubhouse Clean-up Guide

The homeowner reserving the Clubhouse is responsible for the cleaning of the clubhouse, as per the checklist below:

1. **Supplies:** Cleaning supplies, paper products, and trash bags will be available. These are located under kitchen sink and in storage area.
2. **Kitchen:**
  - a Wipe counters, tabletops, sinks and appliances with spray cleaner.
  - b Clean coffeemaker if used.
  - c Please clean smooth top stove/oven with non-abrasive/ soft-scrub cleaner that is provided.
  - d Kitchen floor should be swept and/or vacuumed and wet mopped (bucket or Swiffer).
3. **Main room:**
  - a All Furniture may be moved, including around fireplace. All Furniture items (Fireplace furniture, table and chairs) must be returned to original location.
  - b Please vacuum hardwood floors and rugs. Should any spots or spills occur on hardwood floors, please use floor cleaner.
  - c Clean windows/door glass of fingerprints with glass cleaner.
4. **Bathrooms:** Ensure bathroom sinks and toilets are clean.
5. **Trash:** Remove all trash from clubhouse and bathrooms and replace with bag liners. Place all trash in the outdoor trash cans in rear of clubhouse.
6. **Before Leaving:**
  - a Turn off all lights and fans.
  - b Return thermostat to original setting, either 60 on heat in the winter, or 80 on cool in the summer.
  - c Lock all doors with the MyQ app.
  - d Make sure all windows are closed and locked.

The Clubhouse will be inspected prior to and after your rental. The check for your security deposit *will be voided* if clubhouse is clean and no damage has occurred.

**Renter Initial \_\_\_\_\_ I understand expectations for clean-up following this rental.**

We thank you for your rental and hope your guests have enjoyed visiting our beautiful Riverwood Farm clubhouse. Thank You!

## Clubhouse Committee Members for any questions regarding the rental:

<b>Cathy Bebbber (text preferred)</b>	<b>336-259-1223</b>	<b>Main Contact Person</b>
<b>Rita Mosely</b>	<b>864-525-2390</b>	<b>Alternate Contact Person</b>
<b>Luanne Beck</b>	<b>864-437-7598</b>	<b>Alternate Contact Person</b>